

Boards and Preparing the Board Application



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Important Resources

✓ AMB Web Page

- <https://www.perscomonline.army.mil/opfam51/ambmain.htm>

✓ ASC Web Page

- <http://asc.army.mil/>



Boards

- ✓ **The AMB conducts/supports the following boards for the ASC**
 - **Acquisition Command Board** (formerly known as PM boards)
 - **Best Qualified**
 - **Typically Open in Summer**
 - ▢ **Competitive Development Group**
 - **Best Qualified**
 - **New Requirements**
 - **Open 19 Mar 2004 - 18 Jun 2004**
 - ▢ **Acquisition Education, Training & Experience**
 - **Needs Based for Degree completion**
 - **Best Qualified for Leader Training**
 - **Open now - closes 19 Mar 2004**
 - **Next announcement in Summer 04**
 - ▢ **Acquisition Tuition Assistance Program**
 - **Needs Based**
 - **Open now - closes 19 Mar 2004**
 - **Next announcement in Summer 04**
 - ▢ **Other boards at the request of the Acquisition Support Center**



Application Process

✓ **Announcement of opportunity**

- **Always on AMB web page**
- ▢ **AMB Announcement is the only official announcement**
- ▢ **Typically open at least 60 days**

✓ **Acceptance of applications**

- ▢ **Reviewed for content**
 - **Application must be complete at time of receipt at Human Resources Command (HRC)**
 - **Incomplete packages are ineligible**
- ▢ **Forwarded to ACMs for review and board file preparation**
 - **ACMs *may* contact applicant to provide advice and assistance on some boards**



Your Board Application

Application Package

- **ACRB**
 - ▢ **Resume**
 - ▢ **Performance Appraisals/Support Forms**
 - ▢ **Senior Rater Potential Evaluation(s)**
 - ▢ **Other Required Forms/Information**
 - ▢ **Including Other Information**





Your Board File -What the Board Sees

✓ ACRB

➤ Updated

✓ Appraisals

▢ Include
support(ing) forms

- Check for Completeness
- Signatures
- Overall Rating
- Senior Rater comments

➤ Length

✓ Resume

✓ Senior Rater Potential Evaluation

➤ Required for GS13
& above

▢ **Recommended** for
others

✓ Other board specific documents

▢ 1556s

▢ IDP



Board Process

✓ Members

- Recommended by ACMs/Assignment Officers
- From diverse backgrounds
- From many locations/organizations
- Civilian and military

✓ Briefings

- Informational
- File content

✓ Voting

- Confidential
- Based on word-picture

✓ After Board

- Report to convening authority
- List approval/release



General Board Tips

- ✓ Read the announcement carefully
- ✓ Always submit your application in sufficient time to be at HRC by the closing date
 - Double check for completeness to include all required signatures
- ✓ Application packages for other boards are basically the same
- ✓ Specific requirements are always outlined in the announcement
- ✓ Work with your ACM prior to submission of your application to ensure your application is complete
- ✓ Don't add additional paper to the application



Board Feedback

✓ **Boards tell us.....**

➤ **Senior Rater Potential Evaluation use as a board tool is strongly endorsed**

- **Profile**
- **Comments**

✓ **Civilians with multiple assignments at varying levels more competitive**

✓ **Disconnects between ACRB/Resume/Evals create questions by the board members**



5 Key Problems with Board Packages

- ✓ **Failure to Follow Instructions**
 - **Signatures**
 - **Incorrect formats**
- ✓ **Not keeping abreast of changes (i.e. certification requirements, policies/procedures)**
- ✓ **SRPE - Senior rater not providing meaningful evaluation of applicant's potential**
- ✓ **Evaluations - Supervisory assessment often does not reflect overall rating**



Questions

